

## 2013-14

### ACT State Testing Checklist of Dates

*Your school will be testing with ACT Plus Writing*  
*Website: <http://act.org/aap/montana/>*

Date	Task
September 9, 2013	Accommodations webcast becomes available online.
September 23 – 27, 2013	<p><b>High School Principal receives</b> test center establishment packets. Principal should distribute individual establishment packets to the staff they appoint as Test Supervisor (TS), Back-up Test Supervisor (BU), and Test Accommodations Coordinator (TAC).</p> <p>District representatives will be e-mailed a link to access the materials online.</p>
September 30 – October 25, 2013	<b>Window for schools to provide</b> online establishment information for testing.
October 11, 2013	<b>Deadline for Principal to complete</b> his or her portion of the online establishment profile (school information and appointment of TS, BU, and TAC).
October 25, 2013	<b>Deadline for TS, BU, and TAC to complete</b> their online establishment profiles.
December 2, 2013	Test administration webcast becomes available.
December 11, 2013	Accommodations Q&A session held from: <ul style="list-style-type: none"> <li>9:00 – 10:00 MST, or</li> <li>1:00-2:00 MST.</li> </ul>
December 13, 2013	<b>Deadline for Test Supervisor to submit</b> online off-site proposal, if applicable to your school.
January 16, 2014	Test administration Q&A session during the annual OPI Assessment and Data Conference. Live streaming will also be online.
January 24, 2014	<b>Deadline for ACT to receive</b> <i>Application for ACT-Approved Test Accommodations</i> with accompanying documentation for each student needing accommodations.
January 27 – April 2, 2014	<p><b>Window for ACT to receive</b> <i>ACT-Approved Accommodations Late Consideration Form</i>.</p> <p>Applicable only to:</p> <ul style="list-style-type: none"> <li>Students who are new to the school or newly classified as grade 11*</li> <li>Students who have a newly identified disability*</li> <li>Transfer students with previously approved accommodations for State Testing</li> <li>Students with medical emergencies or sudden medical onset*</li> </ul> <p><i>*Must be accompanied by an Application for ACT-Approved Test Accommodations.</i></p>
February 6, 2014	Test administration Q&A session at 3:00 MST.

February 24 – April 2, 2014	<b>Window for Test Accommodations Coordinator to order</b> online State-Allowed Accommodations materials.
March 10 – 14, 2014	<b>Test Supervisor receives</b> non-secure shipment(s).
March 10 – 14, 2014	<b>Test Accommodations Coordinator receives</b> Preliminary ACT-Approved Accommodations Roster for review.
Mid-March – April 18, 2014	<b>Window for schools to conduct</b> supervised pre-test sessions for all students, conduct room supervisor and proctor training, and arrange to meet testing requirements at school or off-site location.
March 21, 2014	<b>Deadline for Test Accommodations Coordinator to request</b> changes to the Preliminary ACT-Approved Accommodations Roster.
April 14 – 18, 2014	<p><b>Test Supervisor receives</b> secure standard time shipment(s) for initial testing.</p> <p>Note: Schools that have informed ACT they will be on break during this week will receive their shipment the prior week.</p>
April 14 – 18, 2014	<p><b>Test Accommodations Coordinator receives</b> secure accommodations shipment(s).</p> <p>Note: Schools that have informed ACT they will be on break during this week will receive their shipment the prior week.</p>
<b>April 23, 2014</b>	<b>Initial test date</b>
<b>April 23 – May 7, 2014</b>	<b>Accommodations testing window (ACT Approved and State Allowed)</b>
April 23 – 24, 2014	<b>Window for Test Supervisor to submit</b> online makeup order for standard time materials
April 24, 2014	Initial test date materials pickup
April 29 – May 1, 2014	<b>Test Supervisor receives</b> secure standard time shipment(s) for makeup testing.
May 1 – 6, 2014	<b>Window for schools to conduct</b> pre-test sessions for applicable students for the makeup test date.
<b>May 7, 2014</b>	<b>Makeup test date</b>
May 8, 2014	Makeup and accommodations test materials pickup
May 16, 2014	<b>Deadline for ACT to receive</b> all answer documents from schools. Late arriving documents will not be scored.